

# Fax With Confirmation on a Ricoh Copier

## Definitions:

**Hard Buttons** -The hard plastic buttons that are on the face of the copier.

**Soft Buttons** -Buttons that are on the screen of the copier.

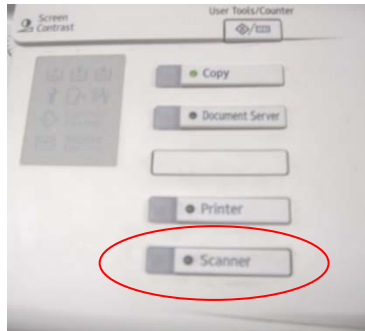
**Project Button** – When pressed will return to the home screen.

**Logout Button**- Will log you off after faxing with confirmation.

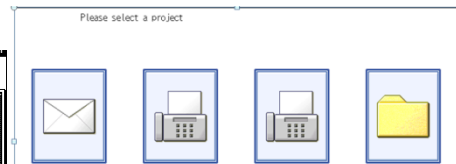
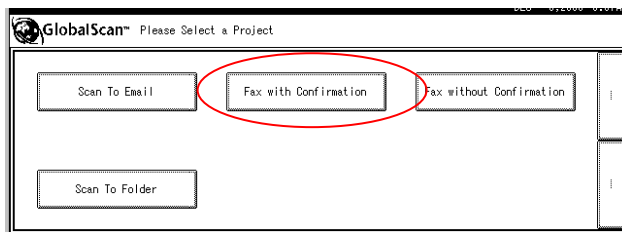
## Fax with Confirmation

(Please note some models may have an intermediary screen after pressing the scanner hard button. Please select GLOBAL SCAN on that screen if it appears. The Scanner soft button will no longer work.)

1. Place document to be faxed in document feeder.
2. Select the **[Scanner]** hard button. If the Scanner / Global Scanner page shows, select GLOBAL Scan

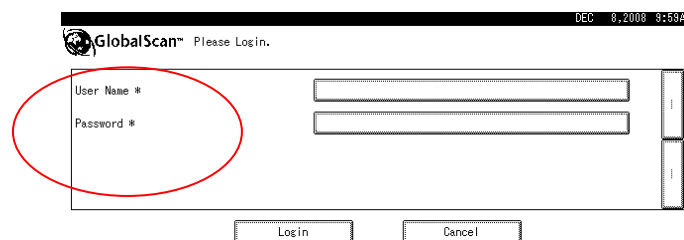


3. On the Project Screen select **[Fax with Confirmation]** soft button.



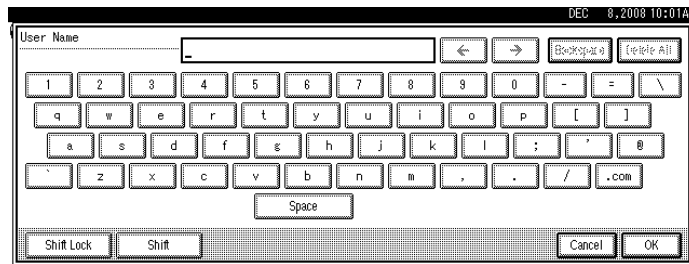
**NOTE:**  
Some Machines will display icons for the Project Screen

4. The screen will then prompt for a **User Name #** and **Password #** press the **[blank bar]** next to User Name #. (Please note the User Name # is your regular user name and password that is used to log into your computer.)

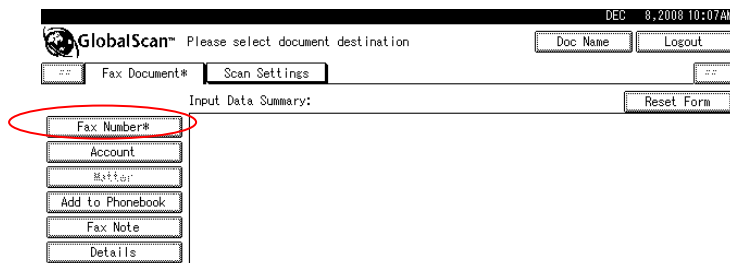


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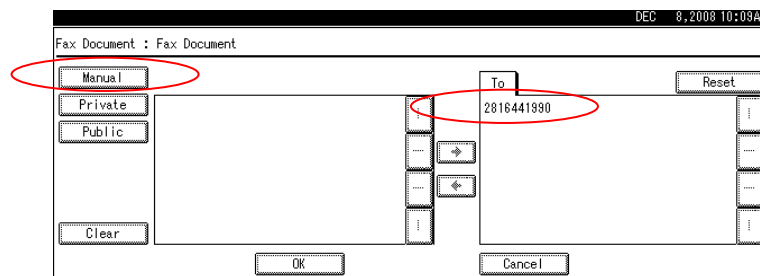
5. The password prompt screen will appear after a Name is entered



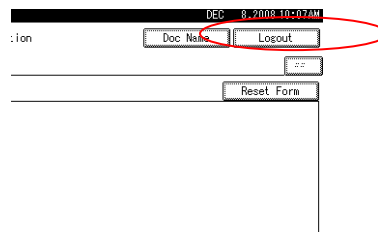
6. On the main Fax screen press the **[Fax Number]** soft button.



7. Press the **[Manual]** soft button and enter the Fax number. Placing a 9 in front of the number **is not** necessary.
8. Verify that the number is correct on the right side of the screen and press **[OK]** and then press the **[Green Start Button]**.



9. Press the **[LOGOUT]** button in the upper right hand corner of the screen to go back to main screen.



A confirmation will be sent to your email account.

Filename: Fax With Confirmation Dec 08.docx  
Directory: C:\Documents and Settings\m0300966\Desktop\ricoh  
Template: C:\Documents and Settings\m0300966\Application  
Data\Microsoft\Templates\Normal.dotm  
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Subject:  
Author: m0100323  
Keywords:  
Comments:  
Creation Date: 12/8/2008 2:05:00 PM  
Change Number: 11  
Last Saved On: 1/9/2009 3:25:00 PM  
Last Saved By: m0300966  
Total Editing Time: 17 Minutes  
Last Printed On: 1/9/2009 3:25:00 PM  
As of Last Complete Printing  
Number of Pages: 2  
Number of Words: 281 (approx.)  
Number of Characters: 1,272 (approx.)